



Metro Vancouver – Join us in our commitment to provide services and solutions to one of the world’s most liveable regions. We deliver service excellence in the areas of regional growth planning, air quality, water, liquid and solid waste management, regional parks, affordable housing, and community engagement to over 2.4 million residents. We invite you to bring your skills, passion, and expertise to help us in our commitment to sustain and enhance our region’s liveability. We offer competitive salaries; excellent benefit packages; a municipal pension plan; employee wellness programs; and varied opportunities for professional growth and development. *Our Labour Relations Department is currently seeking a:*

Office Supervisor (Full-Time Regular)

DUTIES:

Plans, organizes and coordinates the administrative processes for a department.

Provides administrative support to department staff including the preparation of reports, correspondence, agendas, presentations, briefing materials, speaking notes, minutes, procedural manuals, and other related material for various audiences including the board, committees and external stakeholders as required.

Provides administrative support to the Director of Labour Relations Services including responsibility to calendar management and coordinating scheduling needs.

Responds to a variety of enquiries pertaining to the department’s and organization’s operations and services.

Tracks and follows-up on matters such as corporate or departmental correspondence, project deadlines and initiatives requiring deliverables from the department. May oversee maintenance of corporate databases and mailboxes.

Coordinates meetings and may coordinate political committees, events and functions for internal staff and external events. Oversees logistical concerns such as meeting space, materials and equipment, registration, catering, and travel arrangements as required.

Evaluates office operations and revises procedures to increase efficiency and/or respond to changing needs.

Allocates office space to new and existing staff including revising floor plans and coordinating the purchase and installation of furniture and equipment. Responsible for a range of departmental services and requirements such as IT request, petty cash, the BMO Purchase Card program and cell phone coordination.

Supports the implementation of corporate policies and processes including liaising with other departments and external agencies as required.

Responsible for managing the department’s physical and electronic records. Works collaboratively with and provides training to staff to establish records management systems and processes that meet business needs and comply with corporate standards.

Supervises the department’s administrative support staff, including planning, organizing, and assigning work. Motivates, guides, and provides direction to staff in accordance with department and corporate policies and procedures. Monitors staff work-loads and assists in resolving conflicts including complaints that require corrective measures including discipline.

Provides administrative support staff with the necessary equipment and training to carry out their work in a way that meets departmental and corporate goals.

Works closely with the department's senior management team on the development of the annual budget. Monitors and controls the administration and support budgets and expenditures; ensures allocation to appropriate accounts; investigates variances between budget and actual expenditures; and initiates corrective action.

Performs other related duties as required.

REQUIREMENTS:

5 years of recent, related experience including previous experience supervising staff supplemented by high school graduation and completion of relevant post-secondary courses; or an equivalent combination of training and experience.

Considerable knowledge of office administration practices, procedures and standard protocols. Demonstrated administrative skills and abilities related to coordinating office procedures, and drafting and preparing documents and reports for distribution to various audiences that may include the Board, media and public.

Knowledge of Metro Vancouver's functions, structure, and broad objectives.

Demonstrated ability to manage complex calendar and scheduling requirement, assess priorities and adeptly navigate sensitive issues and political sensitivities.

Ability to exercise tact, diplomacy, confidentiality and discretion as required for sensitive departmental and corporate matters.

Strong interpersonal, problem solving and conflict resolution skills. Ability to develop and maintain effective and respectful working relationships under circumstances that may be sensitive and challenging.

Strong verbal and written communication skills, including the ability to effectively listen, persuade others and support the resolution of problems.

Supervisory skills and abilities including the ability to provide constructive feedback and understand and consistently apply corporate policies and collective agreements.

Ability to work independently under broad direction, including managing day to day priorities and planning for future needs.

Ability to use judgment to select and interpret information and handle deviations from standard methods and practices.

Skilled at contributing to the team with constructive ideas, information and experiences.

Demonstrated ability to organize and prioritize tasks to meet multiple time based deliverables requiring a high level of detail and accuracy.

Functional understanding of budgeting processes and technology.

Proficiency using Microsoft Office programs, including Word, Excel, Outlook, PowerPoint, and SharePoint.

Working knowledge of a complex corporate records management system.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by July 14, 2016.

While we greatly appreciate all the replies we receive, regretfully only those selected for an interview will be contacted.